

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address  Dept. of Transit Operations Rail Maintenance Division/Communications 1015 E. Ponce de Leon Decatur, GA 30030		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed JUN 8 1983      83-842      JUN 15 1983	
4. Person to Contact  Mr. Larry Robinson		5. Working Title  General Foreman	6. Telephone Number  294-3411
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest      Latest  1979      Present	9. Records Series Title (followed by title used in office; if different)  Electronic Technicians & Apprentices Overtime Files Series		
10. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Division of Rail Maintenance is charged with the responsibility of providing a safe, clean, and mechanically and electrically reliable rail transit system for the purpose of transporting people to and from their destinations in a professional, efficient, and economic manner.  The Central Control function is responsible for the operation and the maintenance of all electronic equipment related to the rail system.			
11. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Overtime accumulated by Electronic Technicians and Apprentices. This is a union requirement.  Included <u>5</u> Form # 0131 (sample attached) which gives the date, name, shift, overtime hours worked, the reason, and the authorization for overtime work (the name of the foreman authorizing the overtime).  File is arranged: By Calendar Year; by Pay Period			
12. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>6</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>rarely</u> ?			
13. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? Information is captured in If yes, where? another format by the Accounting Division during the
	X	i. Is this series (or a major portion of it) regularly microfilmed? regular payroll cycle.
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 2 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Needed per requirement of Amalgamated Transit Union (ATU).

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to ~~local~~ Records Center; hold 1 \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	5/20/83	Approved	Legal Counsel	Date	5/31/83
Approved	Division Head/Designee	Date	5/16/83	Approved	Division of Audit	Date	6/2/83
Approved	Department Head/Designee	Date	5/20/83	Approved	Department of Archives and History	Date	6/14/83
Approved	Records Management Analyst	Date	5/26/83	Approved	MARTA Management Advisory Committee	Date	